

Westbriar Elementary School Event Planning Form

Event Name:	
Date:	
Time of event:	Location of event:
Staff contact person(s):	
Please sketch a floor plan and submit along with this sheet	

Custodial Needs

	Deadline
Furniture needed (specify # of tables, chairs, etc.)	
Microphone Podium Sign-in table in lobby	
Trash cans	

Staff Support

Support Needed	When	Who

<u>Copies to:</u>				
Bldg supervisor	Day Custodian	Office	School Administrator	Other

Signature of Staff Contact

Signature of Administrator

Signature of Custodian

Date